

Date: December 11, 2006

To: EMS Students

From: Peter Leary, Chief
Division of Emergency Medical Services

RE: Registering for the NREMT Paramedic Examination

The Rhode Island Department of Health (RI DOH) requires the National Registry of Emergency Medical Technicians (NREMT) examination as the basis for EMT-Paramedic licensure in Rhode Island. As such, it will be necessary for you to complete an application process with the NREMT. It is suggested that you begin this process 4-6 weeks before you intend to take the examination. Follow the steps below to apply to the NREMT to take your examination. If you need additional assistance, contact the NREMT at (614) 888-4484. If you have questions regarding licensure as an EMT-Paramedic in Rhode Island, contact the RI DOH Division of Emergency Medical Services at (401) 222-2401.

Follow These Steps to Apply for Your NREMT Paramedic Examination

Step 1

Create Your Account

- Go to www.nremt.org
- Click on “login” (found in the blue bar at the top of the page)
- Click on “Set Up New Account”
- Complete all information in this section as prompted
- Request user role of “Registrant or Candidate” (do not complete any information within the gray box)
- Read the submission statement
- Click on “Submit”

Step 2

Login

- After you have completed Step 1, you can follow the link and login with the username and password you created

Step 3

Manage Your Account Information

- Complete all information in the Personal Account Information fields as prompted
Note: This information should be identical to that indicated on your application for Rhode Island licensure
- When you have completed all fields, click “Save.” You will receive a message indicating “Account Saved.”

Step 4

Create a New Application

- Click on “Create a New Application”
- Review the Personal Information Summary—if any items are incorrect, make corrections by clicking on “Manage Account Information”
- Select the application level you wish to complete
- Review the Entry Requirements for NREMT registration; check the acknowledgement to complete the online application
- Complete any statements as prompted
- Click on “Next”
- Complete all information in this section as prompted

Note: For the *Program Name*, select your EMS Instructor-Coordinator’s name. “Section Code” is not applicable for Rhode Island applicants.

- Read the acknowledgement prior to clicking “Submit.” Clicking “Submit” is your electronic signature and indicates that you have read, reviewed, and agreed to the acknowledgement.

Step 5

Pay Application Fee

- It is recommended that you pay your application fee at the time you complete your on-line application. However, if you choose, you may pay at a later date. An Authorization to Test (ATT) will not be issued until payment has been received and all other verifications are complete.
- You can pay by credit/debit on-line or print a money order tracking slip for mailing your money order to the NREMT.

Authorization to Test Notice


Once you have become eligible to test, you will receive an authorization to test (ATT) letter via e-mail directly from the NREMT. This authorization will contain instructions on how to schedule your test with an authorized testing center.

Monitoring the Progress of Your Application to Test

You can monitor the progress of your NREMT application to test at any time by doing the following:

- Login on the NREMT Home Page using your username and password
- Click on “Candidate Services”
- Click on “Check Application Status”
- Three areas of the application process are displayed:
 1. Course Completion Verification
 2. Payment of Application Fee
 3. Practical Skills Verification.

*Each of the above provides an explanation of the status and who to contact for further assistance, if necessary

 **EMT-Paramedic test applicants are advised that a current NREMT-Paramedic registration does not constitute a license to practice in Rhode Island. Licensure as an EMT-Paramedic requires submission of a license application to the Division of Emergency Medical Services.**